
Mission

To maintain the files and records of the County and the courts, to ensure their accuracy, and to safeguard the public assets of the citizens of Seminole County.

Business Strategy

The Office of the Clerk of Circuit and County Courts is unique to County government. The Clerk serves the bench, the Bar and the citizens of Seminole County; both as keeper of the official records books of the County and as the County's Chief Financial Officer.

As an Officer of the Court, the Clerk maintains the files and records of each case heard in Seminole County each year (125,251 in 2002 alone, or about one new case every 61 seconds the courthouse was open to the public). These include felony and misdemeanor cases, civil court cases, traffic court cases, probate and guardianship cases, and juvenile delinquency and dependency cases. The Clerk is responsible for summoning jurors, witnesses and defendants, and for recording the judgments of each court. The Clerk collects all fines and fees, and acts as a depository for child support and alimony payments. The Clerk issues marriage licenses and performs marriage ceremonies.

In addition to these duties, the Clerk serves as the County's recorder, treasurer and auditor. In this capacity, the Clerk reviews all County expenditures, co-signs each check, and manages the County's \$542.5 million investment portfolio. Each year, the Clerk prepares the County's "Comprehensive Annual Financial Report." For the 20th consecutive year, the Clerk's Office has received the highest national award for excellence in financial reporting. The position also serves as clerk of the Board of County Commissioners, and is an ex-officio member of the board. (A recent legislative study estimated that the Clerk of the Circuit Court performs 936 different duties.)

The Clerk's Office is one of 47 in the state funded entirely through fees generated through day-to-day operations, without any general taxpayer support. These fee-based offices are required by law to transfer any surplus to the County at the end of each fiscal year. In the past 14 years, the Clerk's Office has generated more than \$8.1 million in excess fees, \$555,394 in fiscal year 2002. The Clerk maintains a current staff of 224: 201 in the Court Operations Division and 23 in BCC Finance/Records Division. The office is funded through service charges, fines and fees paid to the Court.

Additional Functions;

The Clerk of the Circuit Court bills back to the County the statutory costs of holding court in criminal and county civil cases. These include the cost of attending court, preparing court minutes and cases filed, issuing subpoenas, and conducting court records searches. The total cost billed to the County in Fiscal Year 2002 was approximately \$3 million.

Department:		CONSTITUTIONAL OFFICERS			Seminole County	
Division:		CLERK OF CIRCUIT COURT			FY 2003/04	
Section:		CIRCUIT COURT			FY 2004/05	
		2001/02 Actual Expenditures	2002/03 Adopted Budget	2003/04 Adopted Budget	Percent Change 2003/04 Budget over 2002/03 Budget	2004/05 Approved Budget
						Percent Change 2004/05 Budget over 2003/04 Budget
EXPENDITURES:						
Personal Services		663,907	906,051	1,083,527	19.6%	1,266,703
Operating Services		278,737	367,923	384,709	4.6%	393,209
Capital Outlay		0	0	0		0
Debt Service		0	0	0		0
Grants and Aid		0	0	0		0
Reserves/Transfers		0	0	0		0
Subtotal Operating		942,644	1,273,974	1,468,236	15.2%	1,659,912
Capital Improvements		0	0	0		0
TOTAL EXPENDITURES		942,644	1,273,974	1,468,236	15.2%	1,659,912
FUNDING SOURCE(S)						
General Fund		942,644	1,273,974	1,468,236	15.2%	1,659,912
TOTAL FUNDING SOURCE(S)		942,644	1,273,974	1,468,236	15.2%	1,659,912
Full-Time Positions		188	191	201		201
Part-Time Positions		0	0	0		0
New Programs and Highlights for Fiscal Year 2003/04						
Personal Services reflects an increase of 42% in Workers Compensation as well as the addition of ten new positions.						
New Programs and Highlights for Fiscal Year 2004/05						
Capital Improvements		2003-04	2004-05	2005-06	2006-07	2007-08
Total Project Cost		0	0	0	0	0
Total Operating Impact		0	0	0	0	0

Department:		CONSTITUTIONAL OFFICERS			Seminole County	
Division:		CLERK OF CIRCUIT COURT			FY 2003/04	
Section:		COUNTY FINANCE BENEFITS			FY 2004/05	
	2001/02 Actual Expenditures	2002/03 Adopted Budget	2003/04 Adopted Budget	Percent Change 2003/04 Budget over 2002/03 Budget	2004/05 Approved Budget	Percent Change 2004/05 Budget over 2003/04 Budget
EXPENDITURES:						
Personal Services	73,766	104,346	123,464	18.3%	144,946	17.4%
Operating Services	50,312	43,592	46,913	7.6%	47,913	2.1%
Capital Outlay	0	0	0		0	
Debt Service	0	0	0		0	
Grants and Aid	0	0	0		0	
Reserves/Transfers	0	0	0		0	
Subtotal Operating	124,078	147,938	170,377	15.2%	192,859	13.2%
Capital Improvements	0	0	0		0	
TOTAL EXPENDITURES	124,078	147,938	170,377	15.2%	192,859	13.2%
FUNDING SOURCE(S)						
General Fund	124,078	147,938	170,377	15.2%	192,859	13.2%
TOTAL FUNDING SOURCE(S)	124,078	147,938	170,377	15.2%	192,859	13.2%
Full-Time Positions	0	0	0		0	
Part-Time Positions	0	0	0		0	
New Programs and Highlights for Fiscal Year 2003/04						
Personal Services reflects an increase of 42% in Workers Compensation.						
Personnel count is reflected on County Finance Transfer page.						
New Programs and Highlights for Fiscal Year 2004/05						
Capital Improvements	2003-04	2004-05	2005-06	2006-07	2007-08	
Total Project Cost	0	0	0	0	0	
Total Operating Impact	0	0	0	0	0	

Department:		CONSTITUTIONAL OFFICERS				Seminole County	
Division:		CLERK OF CIRCUIT COURT				FY 2003/04	
Section:		COUNTY FINANCE TRANSFER				FY 2004/05	
		2001/02 Actual Expenditures	2002/03 Adopted Budget	2003/04 Adopted Budget	Percent Change 2003/04 Budget over 2002/03 Budget	2004/05 Approved Budget	Percent Change 2004/05 Budget over 2003/04 Budget
EXPENDITURES:							
Personal Services		770,000	785,000	849,425	8.2%	871,780	2.6%
Operating Services		65,000	62,000	63,550	2.5%	65,140	2.5%
Capital Outlay		0	0	0		0	
Debt Service		0	0	0		0	
Grants and Aid		0	0	0		0	
Reserves/Transfers		0	0	0		0	
Subtotal Operating		835,000	847,000	912,975	7.8%	936,920	2.6%
Capital Improvements		0	0	0		0	
TOTAL EXPENDITURES		835,000	847,000	912,975	7.8%	936,920	2.6%
FUNDING SOURCE(S)							
General Fund		835,000	847,000	912,975	7.8%	936,920	2.6%
TOTAL FUNDING SOURCE(S)		835,000	847,000	912,975	7.8%	936,920	2.6%
Full-Time Positions		21	22	23		23	
Part-Time Positions		0	0	0		0	
New Programs and Highlights for Fiscal Year 2003/04							
New Programs and Highlights for Fiscal Year 2004/05							
Capital Improvements		2003-04	2004-05	2005-06	2006-07	2007-08	
Total Project Cost		0	0	0	0	0	
Total Operating Impact		0	0	0	0	0	

Department:		CONSTITUTIONAL OFFICERS			Seminole County	
Division:		CLERK OF CIRCUIT COURT			FY 2003/04	
Section:		COURT COSTS			FY 2004/05	
	2001/02 Actual Expenditures	2002/03 Adopted Budget	2003/04 Adopted Budget	Percent Change 2003/04 Budget over 2002/03 Budget	2004/05 Approved Budget	Percent Change 2004/05 Budget over 2003/04 Budget
EXPENDITURES:						
Personal Services	0	0	0		0	
Operating Services	2,945,503	2,950,000	3,038,500	3.0%	3,129,655	3.0%
Capital Outlay	0	0	0		0	
Debt Service	0	0	0		0	
Grants and Aid	0	0	0		0	
Reserves/Transfers	0	0	0		0	
Subtotal Operating	2,945,503	2,950,000	3,038,500	3.0%	3,129,655	3.0%
Capital Improvements	0	0	0		0	
TOTAL EXPENDITURES	2,945,503	2,950,000	3,038,500	3.0%	3,129,655	3.0%
FUNDING SOURCE(S)						
General Fund	2,945,503	2,950,000	3,038,500	3.0%	3,129,655	3.0%
TOTAL FUNDING SOURCE(S)	2,945,503	2,950,000	3,038,500	3.0%	3,129,655	3.0%
Full-Time Positions	0	0	0		0	
Part-Time Positions	0	0	0		0	
New Programs and Highlights for Fiscal Year 2003/04						
As of July 1, 2004, Court Costs will become the responsibility of the State of Florida due to Article V.						
New Programs and Highlights for Fiscal Year 2004/05						
Capital Improvements		2003-04	2004-05	2005-06	2006-07	2007-08
Total Project Cost		0	0	0	0	0
Total Operating Impact		0	0	0	0	0